



**STANLY COUNTY
DEPARTMENT OF SOCIAL SERVICES**

1000 NORTH FIRST STREET, SUITE 2
ALBEMARLE, NORTH CAROLINA
28001

WWW.STANLYDSS.COM

**DOLLY HUFFMAN CLAYTON
MSW, LCSW
DIRECTOR**

(704)982-6100 • FAX (704) 983-5818 • COURIER # 03-23-02
CPS FAX (704) 983-2724 •
FOSTER CARE/ ADULT SERVICES FAX (704) 986-7499

JOB OPPORTUNITY

POSITION: Income Maintenance Caseworker II

LOCATION OF POSITION: 1000 North First St., Suite 2
Albemarle, NC 28001

STARTING SALARY \$30,856 - Salary posted is for fully qualified applicant

POSITION AVAILABLE: October 1, 2018

DUTIES: Determine or redetermine eligibility of clients for assistance programs such as Medicaid, Work First Family Assistance, Food and Nutrition Services etc. Requires obtaining pertinent data concerning the client's family composition, financial, employment and health status according to federal, state and county policies.

KNOWLEDGE, SKILLS, AND ABILITIES: Good mathematical reasoning and computational skills, ability to read, analyze and interpret rules, regulations and procedures. Ability to communicate with clients, the public at large and public officials to obtain data and explain regulations, rules and procedures. Ability to perform caseworker functions within structured time frames. Ability to organize and manage multiple complex program activities. Ability to pay close and accurate attention to minute detail. Ability to work under stress. Proficient computer and data entry skills are required.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS FOR INCOME MAINTENANCE

CASEWORKER II: One year experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

Applicants who meet the qualifications listed for the Income Maintenance Caseworker II will be given first consideration. However, anyone who meets the following may apply as a "work against appointment" and will be considered: Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science or a closely related curriculum; or graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, data and/or performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS: Must have valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check and a driver's license check will be conducted. Computer skills required. Must be flexible in work hours.

RECRUITMENT PERIOD: September 5, 2018 through 4:30 on September 19, 2018

HOW TO APPLY: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the NC Works Career Center, 944 N First Street, Albemarle, NC 28001. (704) 982-2183. Applications are available on the Stanly County website and the NC Works Career Center. A fully completed Stanly County application is required.

Applications will be reviewed to select the best qualified applicants for admission to an interview.

STANLY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.